

Enclosure 1

MAJOR PROJECTS COORDINATING GROUP

SCOPE

The Major Projects Coordinating Group (MPCG) will focus on major projects or major product opportunities that require or can benefit from a significant interagency participation.

FUNCTIONS

- 1) To develop strategy on how best to approach foreign government decision makers on those major projects where advance knowledge (several months) exists of when a decision point can be anticipated and where the competing U.S. firm or firms are known.
- 2) To develop improved and more timely information on major projects.
- 3) To coordinate the utilization of high-level government officials on behalf of U.S. industry on specific projects.
- 4) To coordinate and expedite action on policy decisions relating to major project activity.
- 5) To coordinate response to foreign government officials and to U.S. industry.
- 6) To provide a forum for industry to advise the U.S. Government on marketing problems/opportunities.

COMPOSITION

The Major Projects Coordinating Group will consist of the following six permanent representatives:

- o Department of Commerce, Chair
- o Department of State
- o Department of Treasury
- o Export-Import Bank
- o Office of the United States Trade Representative
- o Central Intelligence Agency
- o International Development Cooperation Agency

Other agencies will be invited to participate, as appropriate. For example, the Department of Transportation will be invited when the Coordinating Group considers airport or subway projects.

PROPOSED MODUS OPERANDI:

- o Staff support to arrange meetings, develop agenda, and distribute documents will be provided by the Office of Major Projects, Department of Commerce.
- o Regular MPCG meetings will be held monthly. Additional meetings will be held, as necessary, to consider government actions on especially time-critical projects or issues.
- o The initial organizational meeting will be at 3:00 p.m. on January 28, 1983, in room 3407 of the Herbert C. Hoover Building.

Enclosure 2

MAJOR PROJECTS COORDINATING GROUP

PLACE: Room 3407
Herbert C. Hoover Building

TIME : January 28, 1983, 3 p.m.

AGENDA

1. Review of MPCG Functions.
2. Presentation and discussion of first DOC list of projects for assessment as candidates for special support.
3. Development of improved and more timely information on major projects.
4. Collection of information on planned foreign travel by key U.S. officials for possible representation abroad on selected major projects.
5. Collection of information on planned U.S. visits by foreign officials for possible U.S. representation on selected major projects.
6. Agenda items for and date of next MPCG meeting.